



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
990 STEWART AVENUE
2ND FLOOR, SUITE 220
GARDEN CITY, NY 11530-4858

NAVCRUITDISTNYINST 4790.1D

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21 Oct 13

NAVY RECRUITING DISTRICT NEW YORK INSTRUCTION 4790.1D

Subj: COMMAND INSPECTION PROGRAM

Ref: (a) COMNAVCRUITCOMINST 5040.2R
(b) COMNAVCRUITREGEASTINST 5040.1

Encl: (1) Inspection Rotation
(2) Headquarters Programs Inspection Schedule

1. Purpose. To promulgate Navy Recruiting District (NRD) New York policies and procedures for the Command Inspection Program per references (a) and (b).

2. Cancellation. NAVCRUITDISTNYINST 4790.1C

3. Discussion. In order to ensure NRD York performs at its highest level and maintains that level of performance, the Executive Officer (XO) and Command Master Chief (CMC), along with other Department Heads, will inspect, review and provide feedback and assistance to each Department/Division and special programs owner. The Chief Recruiter is specifically responsible for overseeing the planning and preparations of all Production-related inspection items and materials. Inspections will be conducted each month and continue on a rotating schedule, IAW enclosure (1) and (2). The results will be presented to the Commanding Officer (CO) within two weeks of completion of the inspection.

4. Action

a. The Training Officer will:

(1) Report to the XO, via the CMC and the Chief Recruiter, on the management and implementation of the Command Inspection Program.

(2) Ensure all inspection personnel are properly trained to conduct inspections and use the required checklists.

21 Oct 13

(3) Execute the Command Inspection Program following the timeline contained in enclosure (1) and (2) by utilizing the checklists in reference (a).

(4) Coordinate the annual Command Inspection Self-Assessment using the approved Command Inspection checklists in reference (a).

(5) Assign inspectors for the NIT cross Self-Assessment 30 days in advance of the Self-Assessment Inspection.

(6) Forward results of the Annual Command Inspection Self-Assessment by 30 September to Commander, Navy Recruiting Region EAST with a copy to NAVCRUITCOM N7 and NAVCRUITCOM 00IG.

(7) Track corrective action Plan of Action and Milestones (POA&M) on all inspections for completion.

(8) Maintain copies of all completed command inspections and POA&Ms for three years and monitor trends.

5. Debrief Procedures. Inspection debriefs will be held during All-Khaki Training following the assessment completion and will be attended by the CO, XO, the appropriate Department Head, all reviewers, the Division Officers and Leading Chief Petty Officers (if applicable).

a. Each Action Officer will debrief their respective area, identify corrective action implemented and forward all reports to the CO via the XO and applicable Department Head/Division Officer and Leading Chief Petty Officer.

b. Upon completion of the debrief each Department Head/Division Officer and Leading Chief Petty Officer will submit a POA&M within two weeks using the approved N7 departmental inspection sheet to identify corrective actions, actions completed and a timeline for reassessment.

c. The expectation is for all identified discrepancies to be corrected by the debrief. If not, the cognizant Department Head/Division Officer and Leading Chief Petty Officer will return and brief the status at the start of the next month's debrief.

21 Oct 13

6. Divisional Training/Division in the Spotlight (DITS).

Divisional training and inspections will be conducted on the first working Friday of each month. Division in the Spotlight will be conducted IAW Encl(1). The Top Eight is required to attend each division's DITS debrief. Division in the Spotlight will be conducted in accordance with reference (b), to include the following minimum requirements:

a. Personnel inspection (Division Officers and DLCPOs are responsible to conduct personnel inspection for their division. A representative from the TOP 8 shall be the observer during the personnel inspection)

b. Material condition inspections of spaces and vehicles assigned

c. Station, LPO, and DLCPO Production Inspections (these inspections will be done during the October self-assessment and April cross-assessment)

d. Turnover binders

e. Training records review

f. Personal Qualifications review

g. Administrative review of admin records for BAH, SDAP, CCC, CDB, RDB, LIMDU, GLH, Special Duty Assignment screening, PRT, awards, required GMT training, etc.

7. Headquarters Programs Quarterly Inspection. All Headquarter NIT programs will be inspected quarterly per reference (b) using the approved NIT Inspection checklists in reference (a) as follows:

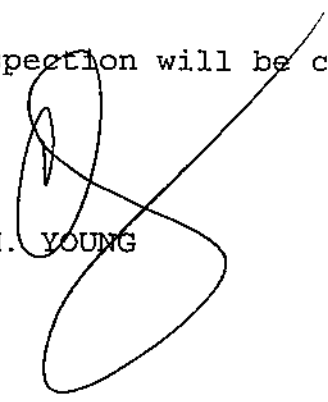
a. All Headquarter programs shall be cross-assessed each quarter using personnel outside the department being inspected. Command Trainer shall assign inspectors to execute the headquarters inspections program per reference (b). A collection of all cross-assessment's will be used to develop the annual requirement (i.e, use existing assessments and develop an overall score vice conducting an additional assessment).

21 Oct 13

b. Headquarter programs will not be inspected during the annual self and cross assessments.

c. Headquarter programs inspection will be conducted as detailed in enclosure (2).

C. M. YOUNG

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DITS AND SELF/CROSS ASSESSMENT DEBRIEF SCHEDULE

1. The following rotation will be used for scheduling purposes:

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| a. NIT Self-Assessment | October (All Khaki training) |
| b. Division 1 | November (1 st Working Friday) |
| c. Division 2 | January (1 st Working Friday) |
| d. Division 3 | February (1 st Working Friday) |
| e. Division 4 | March (1 st Working Friday) |
| f. NIT Cross Assessment | April (All Khaki training) |
| g. Division 5 | May (1 st Working Friday) |
| h. Division 6 | June (1 st Working Friday) |
| i. Division 7 | July (1 st Working Friday) |
| j. Medical/Adv Programs | August (1 st Working Friday) |
| k. Headquarter's Staff,
Navy Recruiting
Processing Station (NRPS)* | September (1 st Working Friday) |

NOTE: The first working Friday of each month will be designated as the Divisional Training Day (No Processing Day).

* NRPS will use the first working Friday as their training day and coordinated with MEPCOM for MEPCOM training day.

HEADQUARTERS PROGRAMS INSPECTION DEBRIEF SCHEDULE

a. PAO/LEADS/ESS/UPC-ADD/PRP	October (All Khaki Training)
b. CMEO/NF-NSO-NSW/SUPPLY/ADMIN/BA	November (Division 1 DITS)
c. ROPS/CR/CT/CMC/SI/SAPR	December (1 st Working Friday)
d. PAO/LEADS/ESS/UPC-ADD/PRP	January (Division 2 DITS)
e. CMEO/NF-NSO-NSW/SUPPLY/ADMIN/BA	February (Division 3 DITS)
f. ROPS/CR/CT/CMC/SI/SAPR	March (Division 4 DITS)
g. PAO/LEADS/ESS/UPC-ADD/PRP	April (All Khaki Training)
h. CMEO/NF-NSO-NSW/SUPPLY/ADMIN/BA	May (Division 5 DITS)
i. ROPS/CR/CT/CMC/SI/SAPR	June (Division 6 DITS)
j. PAO/LEADS/ESS/UPC-DAPA/PRP	July (Division 7 DITS)
k. CMEO/NF-NSO-NSW/SUPPLY/ADMIN/BA	August (Med/Adv Pg DITS)
l. ROPS/CR/CT/CMC/SI/SAPR	September (HQ/MEPS DITS)